



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HUMAN RIGHTS SPECIALIST

Job Number: 20001142

Job Code: 62670V000101

Job Group: 6200 - HUMAN SERVICES

Job Established: 10/16/1994

Job Revised: 03/16/2010

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Solely responsible for the oversight, education and outreach of/for local human rights commissions and all municipalities contained within a region of approximately 40 counties of the state, in all areas of the Kentucky Civil Rights Act. Conducts reviews of alleged human rights violations and compliance work, human rights counseling, advisory and enforcement activities of human rights laws and regulations in accordance with KRS.344; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of experience which involves the investigation, interpretation and/or enforcement of human rights legislation, research, administrative work, community organization work or social work.

Substitute EDUCATION for EXPERIENCE:

EDUCATION & EXPERIENCE: A master's degree in social work or related field will substitute for two years of the required experience. Experience in one of the above fields will substitute for the education on a year for year basis. Graduation from an American Bar Association recognized school of law will substitute for the education and two years of the experience requirement. Licensure to practice law in the Commonwealth of Kentucky will substitute for the education and experience requirements.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Responsible for the oversight, education and outreach of/for local human rights commissions and all municipalities contained within a region of approximately 40 counties of the state, in all areas of the Kentucky Civil Rights Act Utilizing independent decision making skills, provides in-field, hands-on assistance to regional and local human rights commissions. Conducts investigations relative to individual human rights violations. Conducts personal and telephone interviews to determine if a violation has occurred. Responds to public inquires for human rights information. Keeps confidential records and investigative reports. Independently, or as part of a team, conducts training programs and makes presentations for civic groups, public officials and the general public to explain human rights programs and laws and to answer questions concerning field operations. Maintains working relationships with groups, organizations and agencies involved in human rights issues. Prepares monthly report of activities and accomplishments for agency management.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting or in a public forum. Extensive travel is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.